

Clerk & Recorder – Records Preservation

Activity Overview

The Records Preservation Fund tracks revenues generated from a fee approved by the legislature for the Clerk and Recorder to maintain and preserve the records on file in the office.

The budget for the Records Preservation Fund has revenues that are reported and segregated in a separate fund. This fund allows the County to keep county records in a proper and professional manner. Expenses in this fund assist the Clerk and Recorder in preservation of records and provide services to customers by:

- Replacement of computers;
- Purchase new document management software;
- Maintenance of equipment;
- Conversion of microfilm to digital format;
- Conversion of digital files to microfilm.
- Repair and preservation of historical paper records; and,
- Set aside funds for future records needs (shelving, cabinets, updates, equipment, off-site records storage).

The Records Preservation Fund is used for operating and capital expenses with no money being used to pay wages or salaries of the Recording Personnel.

Activity Goals

- Improve public access to records through electronic media (website, road petition database and vitals database).
 - Convert remaining microfilmed records to digital images for use with the CRIS+plus system.
 - Complete purchase of new document recording software.
 - Continue to rebind survey record books.
 - Preserve existing paper records for future use by the public.
-

Recent Accomplishments

- Converted existing microfilmed records to digital images for use with CRIS+plus. Have completed all images that are currently computerized back to 1986.
- Converted digital images to microfilm for archival purposes.
- Received significant revenues for the Records Preservation Fund.
- Purchased 6 new computers for Recording Department.
- Rebound and laminated 70 survey record books and 2 Index books and 2 plat books.
- Instituted new indexing system for county contracts, resolutions and ordinances using EagleCM software.
- Provided EagleWeb access to all county departments for county contracts, resolutions and ordinances.

GENERAL GOVERNMENT

Clerk & Recorder – Records Preservation

Department Budget

Object of Expenditure	Actual FY 2007	Final FY 2008	Actual FY 2008	Request FY 2009	Preliminary FY 2009	Final FY 2009
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operations	90,295	122,477	52,500	140,500	140,500	140,500
Debt Service	-	-	-	-	-	-
Capital Outlay	-	832,500	-	879,500	879,500	847,687
Transfers Out	-	-	-	-	-	-
Total	\$ 90,295	\$ 954,977	\$ 52,500	\$ 1,020,000	\$ 1,020,000	\$ 988,187

Budget by Fund Group

General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Revenue Funds	205,000	954,977	52,500	\$ 1,020,000	1,020,000	988,187
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
Total	\$ 205,000	\$ 954,977	\$ 52,500	\$ 1,020,000	\$ 1,020,000	\$ 988,187

Funding Sources

Tax Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Tax Revenues	205,000	182,316	52,500	130,000	130,000	130,000
Cash Reappropriated	(114,705)	772,661	-	890,000	890,000	858,187
Total	\$ 90,295	\$ 954,977	\$ 52,500	\$ 1,020,000	\$ 1,020,000	\$ 988,187

Department Personnel

Personnel Summary

No	FT/PT	Title	FTE
		Staff is not funded in the Records Preservation Fund	

Total Program FTE 0.00

Clerk & Recorder – Records Preservation

2009 Budget Highlights

Personnel

- No Staff is funded in this account

Operations

-

Capital

- Computer reserves \$25,000.
- Record storage facility reserves \$512,000.
- Outlay for GIS 10,000; Carryover to complete purchase of new recording software \$250,000; copiers \$15,000; Complete storage study \$30,000; plat cabinets \$5,000; Printer \$5,000; Plotter \$15,000; Computers \$12,500.

County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Clerk & Recorder Records department is striving to fulfill those goals.

Exceptional Customer Service

- Knowledgeable, friendly, helpful staff.
- Accessibility of land information.

Be Model for Excellence in Government

- Clear, consistent, accurate, accessible records using the best technology available.
- Accurately account for all revenue.

Improve Communications

- Internal Department communication.
- Communication with the public.
- Meet statutory requirements related to the recording of documents.
- Prepare long-term growth plan for the department.

To be the Employer of Choice

- Staff has training opportunities available to them.

GENERAL GOVERNMENT

Clerk & Recorder – Records Preservation

WORKLOAD INDICATORS/PERFORMANCE MEASURES

Workload Indicators		Actual	Actual	Estimated	Projected
Indicator		FY 2006	FY 2007	FY 2008	FY 2009
1 . Record preservation revenue collected		\$ 239,613	\$ 207,473	\$ 180,000	\$ 165,000
2 . Converted digital records to microfilm.		189,580	169,741	129,865	120,000
3 . Converted microfilm records to digital format.		50,215	100,704	81,000	60,000
4 . Rebind or repair old record books.		64	105	70	50

Performance Measures		Actual	Actual	Estimated	Projected
Measure		FY 2006	FY 2007	FY 2008	FY 2009
1 . Purchased all computers budgeted for on schedule.		7	4	6	5
2 . Loaded and proofed converted digital records		100%	100%	0%	50%
3 . Purchased Eagle CM document management system		N/A	100%	N/A	N/A
4 . Purchased Eagle Recorder document recording system		N/A	0%	50%	100%

Comments